

Personal Information					
Date of Application:					
Applicant Name:		Joint Applicant:			
Current Address:					
Postcode:					
Telephone:					
Mobile:					
Work:					
Email:					
NI Number:					
DOB:	Age:	DOB:	Age:		
ID Check:					
Two Forms of ID Received?		Two Forms of ID Received?			
Copy on File?		Copy on File?			
Type Received:		Type Received:			
Passport:		Passport:			
Driving License:		Driving License:			
Bank Statement & Card:		Bank Statement & Card:			
Proof of Benefits:		Proof of Benefits:			
Previous Addresses: (Last 3 years)					
Address:		Address:			
From:	To:	From:	To:		
Address:		Address:			
From:	To:	From:	To:		
Address:		Address:			
From:	To:	From:	To:		
Family Profile:					
Present Property Status:					
Employment Status:		Annual Income:			
LHA:		LHA Application Status:			
No. of Children:					
Age & Gender of Children:		Under 10		Over 10	
		Male	Female	Male	Female
Disabilities:		No. of Pets:			

Property Needs:			
No. of Bedrooms:	Terrace:	Cottage:	Flat:
Tenant Responsibilities:			Agreed:
Bond Payment will be required 5 working days before tenancy commences			
Rent to be paid weekly with first week paid in advance on collection of keys			
It is a requirement that rent payment is made weekly every Monday			
Preferred Method of Payment? (Direct Debit/Standing Order/Cash/Debit Card)			
Tenant Required to Supply the following information:			
Next of Kin Name:			
Address:			
Telephone:			
Relationship:			
Applicant References:			
Reference One: Landlord		Reference Two: Employer	
Address:			
Postcode:			
Telephone:			
Mobile:			
Email:			
Joint Applicant References:			
Reference One: Landlord		Reference Two: Employer	
Address:			
Postcode:			
Telephone:			
Mobile:			
Email:			

Important: The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining the suitability of your application. In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

Declaration: I consent to the information provided in this declaration form being used by Back on the Map for the purpose of assessing my application, and for enquiries in relation to the prevention and detection of fraud. I confirm that the information that I have provided in this declaration form is correct and complete.

Applicant Signature:	Date:
Print Name:	

Joint Applicant Signature:	Date:
Print Name:	

Staff Signature:	Date:
Print Name:	

FOR OFFICE USE ONLY:

Landlord Reference received?	Yes	No	Date:
Checked By:			Date:
Employer Reference received?	Yes	No	Date:
Credit Check?	Date Requested:	Date Received:	Outcome:
Criminal Background Check?	Date Requested:	Date Received:	Outcome:
ID Checked?	Date Requested:	Date Received:	Date:
Happy to make offer?	Yes	No	Date:
Applicant Check?	Yes	No	Date:
Offer Accepted?	Yes	No	Date:
Address Accepted:			
Agreed Rent:		Agreed Bond:	

Date:	Notes:
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